



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Policy and Procedure Coordination

TITLE: Forms Management Files		CUTOFF: EOSFY
DESCRIPTION: Any incoming or outgoing documentation that affects agency forms, including but not limited to complete inventory of forms, receiving reports regarding forms received at the institution, comments from staff on form revisions, etc.		RETENTION: Years: 3 Months: Days:
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 22902	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008
TITLE: Information Systems Liaison Records		CUTOFF: EOSFY
DESCRIPTION: The Information Systems Liaison is the Policy and Procedure coordinator at each facility. Records include documentation regarding computer access, computer devices, printers, supplies, etc for the institutions and is used to track and provide access and maintenance.		RETENTION: Years: 3 Months: Days:
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 22903	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008
TITLE: Post Orders		CUTOFF: WSO
DESCRIPTION: A written statement of responsibilities and duties to be performed by officers assigned to specific or general areas. These originate at the institution.		RETENTION: Years: 7 Months: Days:
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 22904	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008
TITLE: Standard Operating Procedures		CUTOFF: WSO
DESCRIPTION: Specific institutional based standard operating procedures and attachments that originate at the institution. They are utilized in conjunction with established Department of Corrections finalized institutional policies and procedures that may or may not contain an approved exception to established institutional and Department procedures.		RETENTION: Years: 7 Months: Days:
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 22905	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008